

## PURPOSE

The purpose of this policy is to establish a procedure for the Michigan Department of Health and Human Services (MDHHS) system administrators of the electronic grants system to use the system impersonation functionality.

## DEFINITIONS

### ***Impersonation***

Function within the electronic grants system which allows a system administrator to view other user's access to the system.

### ***Electronic Grants System***

System used by MDHHS to manage outgoing grant agreements including application processing and progress reporting.

### ***System Administrator***

User within the electronic grants system who has the responsibility for the configuration and maintenance of the system.

### ***System Query***

Database query tool used to query the Impersonation Log.

## POLICY

The MDHHS electronic grants system administrator will email the Bureau of Grants and Purchasing (BGP) director to request permission to impersonate other electronic grants system users, stating who the system user is and the purpose for impersonating the user.

The BGP director will respond to the email either granting or denying permission.

The MDHHS electronic grants system administrator will save the email in a shared folder.

The MDHHS electronic grants system administrator will impersonate the user according to the permission granted for the purpose requested.

A BGP staff member will run the electronic grants system query to monitor impersonations and share the report with the BGP director on an annual basis.

**CONTACT**

For more information contact [MDHHS-MIEGRANTS-AGREEMENT-DOC](#).